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21 SEP 1988

MEMORANDUM FOR: Chief, Support Staff, Latin America Division/DO

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

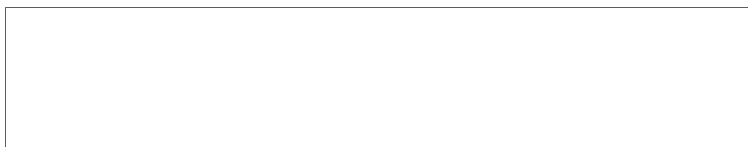
SUBJECT: Space for LA Division Spanish Language Lab

REFERENCE: Memo for D/OL fm C/LA/SS, dtd 18 July 1988, Same Subject

1. In response to your recent request for 300 square feet of space in the New Headquarters Building (NHB) to replace that recently lost to the new Task Force formed in Latin America Division, we propose that one of the suites in 4Q18 NHB be made available on a temporary basis for the needs of the Spanish Language Lab. Representatives from the Office of Logistics toured the proposed space with the Directorate of Operations Space Management Officer and a representative of the Spanish Language Lab. Their response was positive. The space is delineated in the attached floor plan.

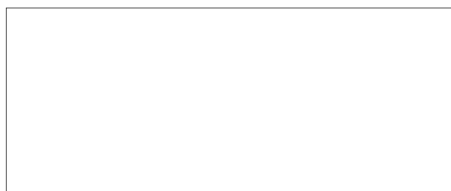
2. Bear in mind that the proposed language lab space is a temporary solution. The space is permanently assigned to another Directorate which is expected to move into the space in mid-1989. The language lab may be moved from time to time into other space to accommodate the ongoing construction.

3. A more permanent solution may exist for the language lab in 1990-91. We are working with the Directorate for Operations Space Management Officer in providing for language lab space within Latin America Division's permanent post-Backfill quarters.



John M. Ray

Attachment:
Reference



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SUBJECT: Space for LA Division Spanish Language Lab

25X1

OL/FMD/HCS [REDACTED] (20 September 1988)

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18 JULY 1988

MEMORANDUM FOR: Director of Logistics
VIA: SSA/DDA
FROM: C/LA/SS
SUBJECT: Office Space for LA Division Spanish
Language Lab

1. Your assistance is requested in providing Latin America Division with 300 square feet of space, in the new Headquarters Building, for use as a Spanish Language Lab.

25X1 2. The recent formation of [redacted] has
25X1 resulted in the need for additional office space for
approximately [redacted] officers and clerical personnel. To help
accommodate this critical LA requirement, the current Spanish
Language Lab has been converted to office space.

25X1 3. The lab, located in Room 3E23 Hqs, is used on a daily
25X1 basis by over [redacted] Spanish Language students. There are [redacted] LA
Division and [redacted] DDI students which comprise the majority of
personnel involved. The purpose of the lab is to allow personnel
assigned to Headquarters to maintain and improve their Spanish
Language capability while keeping continuity in his or her
regular assignment. Participation in this program is enhanced by
the location of the lab in the Headquarters Building as opposed
to Chamber of Commerce.

4. It is strongly recommended that this valuable resource
be maintained in one of the Headquarters Buildings. Thus, I
request your consideration in making available 300 square feet of
space in the new Headquarters Building for a Spanish Language
Lab.

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[redacted]
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